



## LEARNING AGREEMENT FOR TRAINEESHIPS

Erasmus Traineeship 2020-2022

### I. THE THREE PARTIES

Von dem/der Praktikant/in auszufüllen

Von dem/der Praktikant/in auszufüllen

Von dem/der Praktikant/in auszufüllen

#### The Trainee

Last name(s):	Tester	First name(s):	Peter
Date of birth:	20.05.1993	Nationality <sup>1</sup> :	German
Gender:	M <input checked="" type="checkbox"/> F <input type="checkbox"/> Undefined <input type="checkbox"/>	Academic year:	2020/2021
Study Cycle:	▪ Bachelor (or equivalent) <input type="checkbox"/>	Code: <a href="#">Field of Education</a> <sup>2</sup>	0512
	▪ Master (or equivalent) <input checked="" type="checkbox"/>		
	▪ Doctorate (or equivalent) <input type="checkbox"/>		
	▪ State examination (Staatsexamen) <input type="checkbox"/>		
Phone:	0391/1234567	E-mail:	tester.peter@uni.de

#### The Sending Institution (University)

Name of Institution:	Martin-Luther-Universität Halle-Wittenberg	Country:	Germany, DE
Erasmus Code:	D HALLE01 (MLU)		
Address:	Universitätsplatz 10, 06108 Halle		
Faculty/ Department:	Institute for Biochemistry & Biotechnology	Responsible contact person <sup>3</sup> :	Prof. Max Mustermann

#### The Receiving Organisation/Enterprise

Name:	University of Cambridge	Department: (if applicable)	Department of Zoology
Street:	Downing Street 1	Country:	UK
Postal Code:	BC23EJ	Website:	www.zoo.caom.ac.uk
City:	Cambridge		
Size: [Number of employees]	< 250 <input checked="" type="checkbox"/> > 250 <input type="checkbox"/>		

<sup>1</sup> Country to which the person belongs administratively and that issues the ID card and/or passport.

<sup>2</sup> The [ISCED-F 2013 search tool](http://ec.europa.eu/assets/tools/iscdef/codes_en.htm) available at [http://ec.europa.eu/assets/tools/iscdef/codes\\_en.htm](http://ec.europa.eu/assets/tools/iscdef/codes_en.htm) should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the Sending Institution.

<sup>3</sup> Responsible contact person at the Sending Institution: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. It is a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution (e.g. Prüfungsamt, placement coordinator, Erasmus coordinator, professor ...).

Contact person (Supervisor) <sup>4</sup> :	Dr. Timothy Dog	Phone:	0045/1234566
Position/Function:	University Lecturer	E-mail:	pro.cambridge@uni.com
Mentor <sup>5</sup> :		Phone:	
<i>[If different from the contact person]</i>		E-mail:	
Position/Function:			

## II. TRAINEESHIP PROGRAMME AT THE RECEIVING INSTITUTION

### Duration

Period of the Mobility <i>[day/month/year]</i> :	Start:	01/10/2020	End:	31/03/2021
Number of working hours per week:	40	Vacation <i>[days/month]</i> :		

\*Please note that the traineeship must be a full-time position (min. 35h/week).

### Contents/Tasks<sup>6</sup>

<ul style="list-style-type: none"> <li>• <b>Detailed programme of the traineeship:</b></li> <li>- Wet-lab experience</li> <li>- Advanced light microscopy, wide-field, confocal and multiphoton</li> <li>- Post acquisition data analysis and quantitation of Immuno-fluorescence</li> <li>- Drosophila genetics, dissection and sample preparation</li> <li>- Attending University lectures and guest seminars from world experts</li> <li>- Presentations and attendance of regular lab meetings and journal club discussions</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Traineeship in digital skills<sup>7</sup>:</b> Yes <input type="checkbox"/> No <input type="checkbox"/></li> </ul>

<sup>4</sup> Contact person (Supervisor) at the Receiving Organisation: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. He or she can also provide administrative information within the framework of Erasmus+ traineeships.

<sup>5</sup> The role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

<sup>6</sup> To find out what has to be described here, see model version (Musterbeispiele) on our website at <http://www.leonardo.ovgu.de/-Stipendium/Studierende/Unterlagen/Bewerbungsunterlagen/Learning+Agreement.html> .

<sup>7</sup> Traineeship in digital skills: any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

• **Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning outcomes):**

- Competency in spoken and written English
- Proficiency with high level microscopy
- Understanding of genetic schemes and modern genetic tool
- Being comfortable with dissection and tissue manipulation
- Networking with Professors and Fellows in Cambridge

• **Monitoring Plan (Betreuung):**

- Weekly meetings with the principal investigator (PI) to discuss progress
- Monthly appraisals by the PI to monitor progress
- Open-door policy if there is any problem

• **Evaluation Plan (Feedback):**

- Appraisal outcome will be discussed with the student
- Verbal feedback on work will be provided by the PI
- Lab members will offer advice to the student throughout the placement

## Language competence of the trainee

The main working language(s) is (are): ENGLISH

The level of language competence<sup>8</sup> that the trainee already has or agrees to acquire by the start of the mobility period is:

Language Level in ENGLISH : A1  A2  B1  B2  C1  C2  Native speaker

Language Level in  : A1  A2  B1  B2  C1  C2  Native speaker

Language Level in  : A1  A2  B1  B2  C1  C2  Native speaker

<sup>8</sup> A description of the Common European Framework of Reference for Languages (CEFR) is available at: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

### III. THE SENDING INSTITUTION

#### Recognition

[Please fill in only one of the following boxes.]

- A)  The traineeship is **embedded in the curriculum** (counting towards the degree) and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits

number of credits:

Give a grade based on: Traineeship certificate

Final report

Interview

Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).

OR

- B)  The traineeship is **voluntary** (not obligatory for the degree) and, upon satisfactory completion of the traineeship, the institution undertakes to record the traineeship in the trainee's **Diploma Supplement** (or equivalent).

Moreover, the institution will:

- 1) Award **ECTS credits**: Yes  No

If yes, **number of credits**:

Give a **grade**: Yes  No

If yes, please indicate if it will be based on: Traineeship certificate

Final report

Interview

- 2) Record the traineeship in the trainee's **Transcript of Records**. Yes  No

Record the traineeship in the trainee's **Europass Mobility** Document<sup>9</sup>. Yes  No

#### Insurance

The Sending Institution will provide a liability insurance to the trainee. Yes  No

The Sending Institution will provide an accident insurance to the trainee. Yes  No

<sup>9</sup> The Leonardo-Office Saxony-Anhalt will issue the student a EUROPASS Mobility upon written request.

#### IV. THE RECEIVING ORGANISATION/ENTERPRISE

##### Salary

The Receiving Institution will provide financial support to the trainee for the traineeship:

Yes  No

If yes, amount (€/month):

Other contribution in kind (e.g. free accommodation, bonus, food and meals, public transport, etc.):

Yes  No

Please specify: free accommodation

having a value of approx. 400 €/month

##### Insurance

The Receiving Institution will provide a liability insurance (damages caused by the trainee at the workplace) to the trainee.

Yes  No

The Receiving Institution will provide an accident insurance (damages caused to the trainee at the workplace) to the trainee.

Yes  No

The accident insurance covers:

- accidents during travels made for work purposes

Yes  No

- accidents on the way to work and back from work

Yes  No

#### V. COMMITMENT OF THE FOUR PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and receiving organisation/enterprise will collaborate with the coordinating institution Leonardo-Office Saxony-Anhalt and communicate to the coordinating institution and sending institution any problem or changes regarding the mobility period. The coordinating institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

### The Trainee

Date: 20.09.2020

Signature:

### The Receiving Organisation/Enterprise

We agree to make use of the above student's knowledge and skills and provide him/her with tasks and responsibilities appropriate to his/her qualifications and experience. We will provide the trainee with appropriate equipment and support.

Upon completion of the traineeship, the organisation/enterprise will provide the necessary documents for recognition of the placement by the trainee's Sending Institution as well as a Reference Letter or the EU-Traineeship Certificate and the completed Euroskills-Questionnaire within 1 week after the traineeship.

We confirm that we are not an official body/agency of the EU and/or that our institution does not administer Community programmes of the EU.

Name: Dr. Timothy Dog

Date: 15/09/2020

Stamp:

Contact person's (= Supervisor's) signature:

### The Sending Institution

Name: Prof. Max Mustermann

Position/ Function: Direktor des Institutes

E-Mail: prof.maxmustermann@halle.de

Phone: 0345/5554445

Date: 20/09/2020

Stamp:

Responsible contact person's signature:

### The Project Coordinating Institution (Project Consortium)

Leonardo-Office Saxony-Anhalt  
Otto-von-Guericke-University Magdeburg  
Universitätsplatz 2, 39106 Magdeburg  
Phone: +49 391 6758778  
Website: [www.leonardo.ovgu.de](http://www.leonardo.ovgu.de)  
Email: [angela.wittkamp@ovgu.de](mailto:angela.wittkamp@ovgu.de)  
Name of Head: Angela Wittkamp

Date: 30/09/2020

Stamp:

Signature: